



Under Sheriff

Job Description

Department: Sheriff
Position: Appointed
Grade: 520
Supervisory: Yes
Reports to: County Sheriff

Summary

Under general guidance and direction of the County Sheriff, performs principal administrative, supervisory, and sworn law enforcement work in overseeing and directing the operations and personnel of all divisions and bureaus of the Sheriff's Office including Enforcement, Corrections and Administration. This position is appointed by the elected County Sheriff and would take over and discharge the statutory duties of the elected County Sheriff in the event of his or her absence or disability.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Direct the operational and administrative activities in the Sheriff's Office; supervise enforcement operations, corrections, and administrative divisions of the department; provide general oversight for day-to-day operations; ensure compliance with organizational policies and relevant federal, state, and local laws, rules, regulations, codes, and/or statutes.
2. Preserve the peace by enforcing federal, state, and local laws; make lawful arrests for criminal activities; perform field work and participate in major criminal investigations as needed including employing investigative techniques to locate fugitives and executing search and arrest warrants.
3. Direct management personnel including scheduling, assigning, and directing work; conduct interviews, hire, and orient new employees; oversee or conduct training; evaluate performance and conduct performance appraisals; ensure quality of work; provide coaching and administer discipline according to County Rules and Regulations as needed; address complaints and resolve problems.
4. Develop, implement, interpret, and enforce policies and procedures related to law enforcement services in Utah County; review and make recommendations impacting the activities of the Sheriff's Office; conduct research and prepare reports pertaining to management issues and other administrative functions; research changing trends and procedures in law enforcement.

For Office Use Only

Job Code: 1400
Job Title: Under Sheriff
FLSA: Exempt
Effective Date: 5/6/2019
Public Safety: Yes

Worker's Compensation: County
Background Level: Sworn
Safety Sensitive: Yes
DOT: No
ML: Assistant Department Head

5. Manage and participate in the development and administration of the annual capital, operating, and departmental budget; forecast additional funds needed for staffing, equipment, and supplies; monitor budget to ensure compliance with approved budget levels.
6. Prepare and write grants to secure funding for law enforcement programs; monitor funds and conditions of awarded grants to ensure compliance is maintained and funding continues; submit reports and other documentation as required.
7. Develop and implement short and long-range plans, goals, and objectives for the department; assign projects and areas of responsibility; meet with staff to review policies and procedures and/or resolve issues.
8. Plan and direct the development and implementation of programs related to law enforcement activities including the prevention and investigation of crimes, protection of life and property, care and custody of prisoners, communications, and related activities; coordinate services, programs, and activities with federal, state, and local enforcement agencies.
9. Respond to and resolve difficult inquiries and complaints with the press, general public, and members of other agencies; receive and investigate inquiries and complaints concerning officers and other employees; oversee or conduct internal or special investigations.
10. Coordinate the contracting of law enforcement services to other cities.
11. Gather budget requests from Chief Deputies to prepare annual budget proposals.
12. Supervise remodeling projects or construction of new facilities.
13. Develop inventory forms and maintain records for vehicles, radios, firearms, and key assignments.
14. Coordinate the collection and distribution of technical data.
15. Exemplify the desired culture and philosophy of the organization.
16. Work effectively as a team member with other members of management and staff.

Knowledge, Skills, and Abilities

- Knowledge of Utah County Rules and Regulations
- Knowledge of Sheriff's Office Policy and Procedures
- Knowledge of county, state, and federal codes and laws pertaining to law enforcement
- Knowledge of standard practices and operating procedures of law enforcement activities and programs including corrections and jail administration, and search and rescue investigations
- Knowledge of management operations
- Knowledge of supervisory techniques
- Working knowledge of psychological and sociological conditions and issues related to human development and criminal behavior
- Knowledge of the laws and regulations pertaining to correctional institutions and inmate rights
- Skilled in reading, writing, business math and bookkeeping
- Skilled in developing and monitoring budgets
- Skilled in word processing, creating spreadsheets, basic computer programs, and document composition

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- Skilled in operating and maintaining a variety of law enforcement equipment including firearms
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to coordinate multiple tasks efficiently
- Ability to effectively supervise others including motivating, coaching, evaluating performance, and administering discipline
- Ability to make public presentations
- Ability to remain calm and professional in emotionally charged situations and make appropriate decisions rapidly in an emergency

Supervisory Responsibility

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but is occasionally performed for sustained periods outdoors in all weather conditions. This position occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves. Work occasionally exposes the incumbent to contagious or infectious diseases, bodily fluids, and/or hazardous chemicals. Incumbent is occasionally exposed to potentially hostile situations and to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between shades of color and patterns. The employee is required to type, file and lift supplies and equipment up to thirty (30) pounds. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. The employee may have to restrain individuals weighing two hundred (200) pounds or more. The employee regularly drives a motor vehicle.

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Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

Recommended Education and Experience

1. Bachelor's Degree or equivalent in police science, criminal justice, business management, or a closely related field.
2. Eight (8) years of experience performing law enforcement activities in the capacity of a certified Law Enforcement Officer and/or Certified Corrections Officer.
3. Work experience must include a minimum of one (1) year of supervisory experience that included policy and budget implementation and other administrative responsibilities.
4. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Upon appointment to this classification, incumbent must possess Law Enforcement Officer certification through the Utah State Peace Officer Standards and Training (POST) Agency.
2. Incumbent must also possess Corrections Officer certification through POST upon appointment or obtain, and thereafter maintain, Correctional Facility Manager certification within the first six (6) months in this classification by completing a correctional facility management course approved by the POST Council.
3. Incumbent is required to maintain POST certification and successfully complete required annual training.
4. Incumbent may be required to successfully complete annual Emergency Vehicle Operation training.
5. Incumbent may be required to maintain annual weapons qualification for all assigned weapons.
6. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
7. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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Note: Requirements for obtaining Law Enforcement Officer certification include being twenty-one (21) years of age, being a United States citizen, and the ability to meet the required fitness levels of the Cooper Single Norm Physical Assessment Test.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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